



Australian Government

Department of Education, Employment and Workplace Relations

RTF1004A Support gardening work

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This competency standard covers the process of supporting gardening work under supervision. It requires the ability to prepare materials, tools and equipment for gardening work, undertake gardening activities, handle materials and equipment, and clean up on completion of work. Supporting gardening work requires knowledge of safe work practices, planting techniques, garden tools and equipment, maintenance practices for planted areas, and repair and maintenance of garden features.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Prepare materials, tools and equipment for gardening work	1.1 The required materials, tools and equipment are identified according to lists provided and/or supervisor's instructions. 1.2 Checks are conducted on all materials, tools and equipment with insufficient or faulty items reported to the supervisor. 1.3 Techniques used when loading and unloading materials demonstrate correct manual handling and minimise damage to the load and the vehicle. 1.4 Suitable personal protective equipment (PPE) is selected and checked prior to use. 1.5 Gardening support is provided according to OHS requirements, and according to workplace information. 1.6 OHS hazards are identified and reported to the supervisor.
2 Undertake gardening work as directed	2.1 Instructions and directions provided by supervisor are followed and clarification sought when necessary. 2.2 Gardening work is undertaken in a safe and environmentally appropriate manner according to enterprise guidelines. 2.3 Interactions with other staff and customers is carried out in a positive and professional manner. 2.4 Enterprise policy and procedures in relation to workplace practices, handling and disposal of materials is observed. 2.5 Problems or difficulties in completing work to required standards or timelines are reported to supervisor.

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| 3 | Handle materials and equipment | 3.1 Waste material produced during gardening work is stored in a designated area according to supervisor's instructions. |
| | | 3.2 Materials, equipment and machinery are handled and transported according to supervisor's instructions and enterprise guidelines. |
| | | 3.3 A clean and safe work site is maintained while completing gardening activities. |
| 4 | Clean up on completion of gardening work | 4.1 Materials are returned to store or disposed of according to supervisor's instructions. |
| | | 4.2 Tools and equipment are cleaned, maintained and stored according to manufacturers specifications and supervisor's instructions. |
| | | 4.3 Work outcomes are reported to the supervisor. |

Required Skills and Knowledge

Not applicable.

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in supporting gardening work requires evidence that gardening activities have been carried out according to instructions and within the required timelines. The skills and knowledge that are required to support gardening work must be **transferable** to different work environments. For example, this could include different gardening tasks, enterprises, and types of gardens.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

safe work practices

planting techniques

garden tools and equipment

maintenance practices for planted areas

repair and maintenance of garden features.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

prepare materials, tools and equipment for gardening work

undertake gardening work as directed

handle materials and equipment

clean up on completion of gardening work.

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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| 1. How can communication of ideas and information (1) be applied? | Ideas and information about the job, tasks and problems should be discussed with other members in the work team and the supervisor. |
| 2. How can information be collected, analysed and organised (1) ? | Workplace and supervisors instructions should be located, interpreted and applied with further clarification sought as necessary. |
| 3. How are activities planned and organised (1) ? | Discussions with the supervisor and other team members may be required in order to complete tasks efficiently, in a logical sequence, and in a timely manner. |
| 4. How can team work (1) be applied? | Good communication and co-operation with other staff in completing gardening tasks. |
| 5. How can the use of mathematical ideas and techniques (1) be applied? | Skills in counting, tallying and estimation are required when handling materials, tools and equipment. |
| 6. How can problem-solving skills (1) be applied? | Problems will require corrective action or consultation with supervisor. |
| 7. How can the use of technology (1) be applied? | Technology may be applied in the use of garden tools and equipment. |

Are there other competency standards that could be assessed with this one?

This competency standard **could** be assessed on its own or in combination with other competencies relevant to the job function.

There is essential information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to the **Assessment Guidelines**. Further advice may also be sought from the relevant **sector booklet**.

Range Statement

Range of Variables

The Range of Variables explains the contexts within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in particular training and assessment requirements may depend on the work situations available

What tasks may be included under **gardening work**?

Maintenance of planted areas including watering, fertilising, staking, mowing, pruning, weeding and collecting rubbish.

Maintaining garden facilities including assisting with repair and upkeep of site furniture and structures, paths and paved areas, and garden features.

Assisting in preparation of areas for planting, installing trees and shrubs (containerised and bare-rooted), and planting of annual and perennial beds.

What **instructions** may be relevant to this standard?

Instructions may include Standard Operating Procedures (SOPs), enterprise policy and procedures, specifications, work notes, Material Safety Data Sheets (MSDSs), manufacturers instructions, or verbal directions from manager or supervisor.

What **tools and equipment** may be required for gardening work?

Tools and equipment may include secateurs, knives, spades, forks, trowels, rakes, hoes, spray equipment, augers, buckets, brooms, wheelbarrows, hoses and hose fittings; ancillary equipment such as stabilising materials, weed mats, stakes and tree guards.

What **workplace information** might be required for this standard?

Workplace information may include procedures for disposing of waste materials, work instructions or verbal instructions from the supervisor.

What **OHS hazards** may be associated with gardening work?

Hazards may include, solar radiation, dust, noise, air- and soil-borne micro-organisms, chemicals and hazardous substances, sharp hand tools and equipment, manual handling, holes, and slippery and uneven surfaces.

What are the **personal protective clothing and equipment** requirements associated with gardening support?

Personal protective clothing and equipment may include steel capped boots/shoes, overalls, gloves, sun hat, sunscreen lotion,

safety goggles, face mask and ear protectors.

What **waste materials** may apply to this standard?

Plant debris, litter and broken components, mulches, compost, plastic, metal, and paper-based materials. These may be recycled, re-used, returned to the manufacturer or disposed of according to enterprise work procedures.

For more information on contexts, environment and variables for training and assessment, refer to the Sector Booklet.

Unit Sector(s)

Not applicable.